Course Outline

Course Objective: Upon successful completion of this course, students will be able to: use Word with other programs; collaborate on documents; add reference marks and notes to a document; make long documents easier to use; secure documents and document information; create Web pages; create a form; and use XML in Word.

Target Student: This course was designed for persons with a basic understanding of Microsoft Windows who can create and modify standard business documents in Microsoft® OfficeWord 2003, and who need to learn how to use the more advanced features of Word 2003 to create, manage, revise, and distribute long documents, forms, and Web pages. This course is also intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Prerequisites: Students should be able to use Microsoft® Office Word 2003 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a Web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work.

Course Content

1. Using Microsoft Office Word 2003 with Other Programs

- Link to a Microsoft® Office Excel 2003 Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint
- Extract Text from a Fax
- Save a Document as a Different File Format
- Look Up Information Using Research Sites
- Send a Document as an Email Attachment

2. Collaborating on Documents

- Modify User Information
- Create a New Version of a Document
- Delete Old Versions
- Send a Document for Review
- Use Comments
- Compare Document Changes
- Merge Document Changes
- Review a Document

3. Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Insert Cross-references

4. Making Long Documents Easier to Use

- Mark Text for Indexing
- Insert an Index
- Insert a Table of Figures
- Mark Text for a Table of Authorities
- Insert a Table of Authorities
- Insert a Table of Contents
- Create a Master Document
- Automatically Summarize a Document

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5. Securing a Document

- ➢ Update a Document's Properties
- ➢ Save a Document without Personal Information
- ➢ Hide Text
- ➢ Limit Formatting Choices in a Document
- ➢ Select Regions of a Document that Can Be Modified
- ➢ Add a Digital Signature to a Document
- ➢ Require a Password to Open a Document

6. Creating Web Pages

- ➢ Create a Web Page
- ➢ Insert Hyperlinks
- ➢ Insert a Movie Clip into a Web Page
- ➢ Apply a Theme to a Web Page
- ➢ Create a Framed Web Page
- ➢ Save a Web Page to a Web Server

7. Creating Forms

- ➢ Add Form Fields to a Document
- ➢ Protect a Form
- ➢ Save Form Data as Plain Text
- ➢ Automate a Form

8. Using XML in Word

- ➢ Tag an Existing Document
- ➢ Save a Document as XML
- ➢ Transform an XML Document